



FET Certificate Generic Management

NQF:	Level 4
SAQA ID:	57712
DOL:	23Q230075281504
Credits:	150
Duration:	12 months

Purpose of Qualification

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

Qualification Rules:

The Curriculum is aligned to the Further Education and Training Certificate in Generic Management with a total credit value of 150 credits. The programme consists of –

Fundamentals	:56 credits
Core	:72 credits
Electives	:22 credits

which may vary based on the individual or company's needs and is available in credit skill blocks. The programme is presented by way of

lectures, group discussions, case studies and role play at NQF Level 4

Admission Requirements

- Matric with Exemption or NQF level 4 Equivalent.

Learning Outcomes:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community to achieve work unit objectives.
- Organise and manage oneself and one's activities responsibly and effectively to plan, lead, organise and control towards achievement of work unit objectives.
- Collect, organise and critically evaluate information in order to measure performance.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations to lead a team.

Assessment Structure

To complete the programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Assessment is both Formative and Summative which includes:

- Individual/ group activities; and tasks
- Summative Assessments

